

ITEMS	FUNDS			
	TOTAL	TANF/STATE	COUNTY	OTHER
<b>Total Single Allocation</b>	12,147,578	11,247,113	900,465	0
Benefits Administration	5,159,471	4,777,014	382,457	0
Program Integrity(Fraud)	1,069,261	990,000	79,261	0
Staff Development/Retraining	309,285	286,359	22,926	0
Welfare-To-Work Activities	4,276,546	3,959,538	317,008	0
Cal-Learn	488,560	452,344	36,216	0
Child Care-1st Half	844,455	781,858	62,597	0
Other Activities	0	0	0	0
<b>Child Care-2nd Half</b>	1,349,343	1,349,343	0	0
<b>Mental Health Treatment</b>	88,580	88,580	0	0
<b>Substance Abuse Treatment</b>	150,586	106,296	0	44,290
<b>GRAND TOTAL</b>	<b>\$13,736,087</b>	<b>\$12,791,332</b>	<b>\$900,465</b>	<b>\$44,290</b>

SECTION 1 FOOD STAMP ADMINISTRATION				
FUNDS TOTAL	FEDERAL CS	STATE GENERAL	COUNTY	OTHER
\$4,889,596	\$2,449,327	\$1,628,718	\$811,551	\$0

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County Maintenance of Effort

PROGRAM	MOE	QUARTER 1 EXPENSE	ANNUAL PROJECTION	BALANCE
Single	\$1,712,016	\$324,835	\$1,712,016	0

At the conclusion of the first quarter, \$2,154,713 of the allocation was expended and \$445,248 of the MOE was satisfied. It is not unreasonable to assume at this point that the second quarter expenditures will be slightly higher than the first quarter. The source and expenditure elements will be known once the Welfare Reform Program concepts have been finalized and the budget estimated.

The budget will meet the requirements of the WIC Section 15204.4. The County plans to expend funds for these programs, including administration of food stamps, that will equal or exceed the amount spent by Monterey County for corresponding activities during the 1996-97 fiscal year.

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(m) ASSISTING FAMILIES TRANSITIONING OFF AID  
[WIC Section 10531(m)]

*Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment.*

The County of Monterey recognizes the need for services that will assist families to retain employment and progress toward greater earnings after they have transitioned off of CalWORKs. Services that support family wellness and address the health and safety of individuals formerly on aid are also important components of an overall strategy to support self-reliance. The services listed in the sections below will become available upon implementation of CalWORKs.

In addition, the County plans within a year to: 1) integrate job retention training into the standardized curriculum of the employment workshops offered by Department of Social Services (DSS) to new CalWORKs enrollees and 2) provide regularly-scheduled stand-alone mini workshops, one to two hours in length, on topics such as child care, job retention, and career building. These mini workshops will be open to the public, including former CalWORKs participants, and will be held at convenient locations adjacent to the lobbies of DSS facilities. These services, while not targeted exclusively to those transitioning off of aid, will provide skills that can be used by families leaving CalWORKs.

Assistance for Individuals Who Have Exceeded CalWORKs 18, 24 and 60 Month Time Limits

- Individuals who retain Medi-Cal eligibility will be able to access mental health and substance abuse services through the County of Monterey Mental Health Managed Care Plan. They must meet the medical necessity criteria established by the State Department of Mental Health.
- Individuals who do not retain Medi-Cal eligibility will be able to receive subsidized mental health and substance abuse services if they meet the Monterey County Health Department target population definition.
- Individuals who have exceeded time limits shall be screened for Medi-Cal eligibility.
- Employment services offered at the One-Stop Career Centers (discussed in Sections [a] and [b] of this Plan) shall be available to all members of the public. Individuals transitioning off of aid due to time limits shall be informed of the services available, including job search services, workshops on job retention and progression, and information about educational and training opportunities. Career advancement

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opportunities through Job Training Partnership Act programs, community colleges, the Regional Opportunity Centers (ROP), and adult schools will be presented.

- Families with an adult engaged in work or work activities shall continue to be eligible for Stage 3 child care assistance for eligible children as long as the family income is equal to or less than 75 percent of the State median income.

#### Assistance for CalWORKs Participants Who Leave Aid Due to Employment

- Individuals who retain Medi-Cal eligibility will be able to access mental health and substance abuse services through the County of Monterey Mental Health Managed Care Plan. They must meet the medical necessity criteria established by the State Department of Mental Health.
- Individuals who do not retain Medi-Cal eligibility will be able to receive subsidized mental health and substance abuse services if they meet the Monterey County Health Department target population definition.
- CalWORKs participants who transition off of aid due to increased earnings shall be screened for Transitional Medi-Cal benefits.
- CalWORKs participants shall be eligible for Stage 2 child care assistance for eligible children for up to twenty-four months after transitioning off of assistance due to increased earnings and shall be eligible for Stage 3 child care assistance as long as the family income is equal to or less than 75 percent of the State median income.
- CalWORKs participants who transition off of aid due to increased earnings shall be eligible to participate in Department of Social Services Employment Services Action Center for Employment (ACE) activities on a space available basis. ACE is a supervised job search program that also includes skill-building activities, such as resume updating and videotaped practice interviews. Although the program is primarily focused on assisting unemployed CalWORKs participants obtain employment, employed former CalWORKs individuals who are seeking job progression, a second job or a career change shall also be eligible.
- These individuals are also able to utilize the services of the One-Stop Career Centers described in the Time Limits section.

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## (n) JOB CREATION

*Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.*

As outlined in Chapter 1.12, the Job Creation Plan focuses on funding local job creation initiatives, strategic economic planning, development of education and training curricula, and a host of other issues that will affect local economic growth.

In order to build an employment base that will support the demand for new jobs, the following will be coordinated and linked: job creation and economic development; subsidized work; worker upgrade training; support services during employment; and education. We are in the first phase of initiating this coordinated response in the welfare-to-work program. The DSS, Intergovernmental Affairs and the Office of Economic Development have been meeting to establish the infrastructure and processes for creating the strategic plan that will coordinate and integrate the job creation process. Over the next several months and in the first year of the program, the collaborative efforts initiated to build a system of job creation and economic development in Monterey County will be expanded to include a greater number of businesses and, public and private sector organizations. This will be undertaken in cooperation with the Overall Economic Development Commission and all the associated job development agencies in the County.

Application for funding through the Job Creation Investment Fund is being considered. Job creation funds will be used to develop the strategic plan or initiate workforce development activities for CalWORKs participants. There are other sources of funding for the economic and job creation activities that will be researched. These include JTPA Welfare to Work competitive grants, EDD job creation funding, and the Regional Workforce Preparation and Economic Development Act.

The economy in Monterey County is based largely on agriculture and service sector industries. Economic development efforts are needed to complement and not substitute the many workforce development programs designed to increase human capital and meet the basic needs of the disadvantaged. The economic strategy will be to improve access to jobs by building viable businesses through a variety of programs, providing the trained workforce that businesses need and addressing the many business climate and infrastructure issues that business requires to be competitive in the global marketplace. While efforts to provide education, housing, healthcare and other services are essential and must continue, they must be balanced with a realistic strategy focused on business and job development.

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In order to ensure that the CalWORKs participants get jobs, that provide a living wage, the County plans to continue to build on the partnerships we have formed with the private sector. As previously discussed in Section (b), Monterey County has forged strong partnerships with the private sector through our GAIN and Job Training Partnership Act (JTPA) programs, which have led to numerous placement of welfare participants. Active participation by employer associations may also lead to new opportunities for CalWORKs participants.

The greatest challenge CalWORKs participants face in Monterey County is finding a job which allows them to sustain themselves and their families. For example, the hourly self-sufficiency wage for a single parent with one child in Monterey County is \$11.40. This is to cover the basic costs of housing, food, transportation, medical care, child care, taxes and miscellaneous expenses. This includes an earned income tax credit of \$13.20 and childcare tax credit of \$44.00. Accordingly, the County is working with businesses and nonprofit agencies to increase the training opportunities for entry level workers. The additional training serves two purposes. It allows entry level workers to move up the career ladder where they can make a living wage and no longer need public subsidies. Additionally, it frees up additional entry level jobs for CalWORKs participants who have not been previously employed and need to gain work experience.

Monterey County's success in job creation will be dependent on the involvement and commitment from leaders in the fields of employment and training, economic development, social service, labor, education and the employer community. It will require effective communication, strategic planning, creativity, flexibility and strong leadership.

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(o) OTHER ELEMENTS

*Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.*

The Monterey County Department of Social Services and the Human Resources Agency of Santa Cruz County have applied to the California Department of Social Services for a \$1.1 M Employment Readiness Demonstration Project (ERDP) grant. The proposal is to provide supported employment services for CalWORKs participants in the Pajaro/Las Lomas areas of Monterey County and the adjacent Watsonville area of Santa Cruz County. A copy of the grant proposal is at Appendix O-1.

The Monterey County Department of Social Services has also been awarded \$51,000 through the California Department of Social Services and the County Welfare Directors Association of California to train sixty CalWORKs participants to become license-exempt child care providers. This funding is being utilized to increase the number of providers who will serve infants and toddlers and parents who work non-traditional hours. A description of this pilot project is at Appendix O-48.

The Housing Authority of the County of Monterey in collaboration with DSS and the Monterey County Health Department has applied for Housing and Urban Development (HUD) funding of the sober living community described in Section (e) of this Plan.

The County is actively pursuing the development and funding of additional pilot projects that will address the unique needs of local CalWORKs participants.

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(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs  
[WIC Section 11322.8(a)]

*Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998 and 32 hours per week beginning July 1, 1999.*

*Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option?*

The County of Monterey will require single-parent assistance units to participate in welfare-to-work activities a minimum of 26 hours per week beginning February 1, 1998 up through June 30, 1999.

The decision is based on the following:

1. It is desirable to adopt a weekly participation requirement that will be in effect from the time a participant signs a welfare-to-work plan up through June 30, 1999. A work requirement of 20 hours per week for the period February 1, 1998 through June 30, 1998 would have necessitated revision of welfare-to-work plans effective July 1, 1998.
2. Twenty-six (26) hours per week is a reasonable requirement for first time participants with no prior work experience and those who have difficult barriers to address.
3. Twenty-six (26) hours per week of work-related activities is close to the current GAIN participation requirement of 30 hours and approaches the 32 hours per week requirement for Self-Initiated Program (SIP) participants. A 20-hour standard would be below the requirement for past GAIN participants and current SIP participants.



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(q) INTERACTION WITH AMERICAN INDIAN TRIBES  
[WIC Section 10553.2]

*Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration.*

There are no federally recognized American Indian Tribes located in Monterey County. The County of Monterey is, therefore, not required to coordinate administration of Temporary Assistance for Needy Families (TANF) with these groups.

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CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

*Marie A. Glavin*

Marie A. Glavin, Director  
Monterey County Department of Social Services

*1/6/98*

Date

*Dave Potter*

The Honorable Dave Potter, Chairman  
Monterey County Board of Supervisors

*1/6/98*

Date

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# Monterey County CalWORKs

## Adult Basic Education & Vocational Training Resources

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
Adult School - Salinas	ESL	Beginning Literacy	93906	300		Y
Adult School - Salinas	ESL	Beginning Low	93906	300		Y
Adult School - Salinas	ESL	Beginning High	93906	300		Y
Adult School - Salinas	ESL	Intermediate Low	93906	300		Y
Adult School - Salinas	ESL	Intermediate High	93906	300		Y
Adult School - Salinas	ESL	Advanced Low	93906	300		Y
Adult School - Salinas	ESL	Beginning Literacy	93905	300		Y
Adult School - Salinas	ESL	Beginning Low	93905	300		Y
Adult School - Salinas	ESL	Beginning High	93905	300		Y
Adult School - Salinas	ESL	Intermediate Low	93905	300		Y
Adult School - Salinas	ESL	Intermediate High	93905	300		Y
Adult School - Salinas	ESL	Advanced Low	93905	300		Y
Adult School - Salinas	ESL	Citizenship	93906	72		Y
Adult School - Salinas	ESL	Citizenship	93905	72		Y
Adult School - Salinas	ESL	Spanish Literacy	93906	300		Y
Adult School - Salinas	Adult Basic Ed	Pre-Beginning	93906	160		Y
Adult School - Salinas	Adult Basic Ed	Beginning	93906	160		Y
Adult School - Salinas	Adult Basic Ed	Intermediate	93906	160		Y
Adult School - Salinas	Adult Basic Ed	Advanced	93906	160		Y
Adult School - Salinas	Adult Basic Ed	Pre-Beginning	93905	160		Y
Adult School - Salinas	Adult Basic Ed	Beginning	93905	160		Y
Adult School - Salinas	Adult Basic Ed	Intermediate	93905	160		Y
Adult School - Salinas	Adult Basic Ed	Advanced	93905	160		Y
Adult School - Salinas	GED	GED Prep	93906	80		Y
Adult School - Salinas	GED	GED Prep	93905	80		Y
Adult School - Salinas	GED	Spanish	93906	80		Y
Adult School - Salinas	GED	Science/Soc Studies	93906	40		Y
Adult School - Salinas	GED	Reading/Writing Skills	93906	40		Y
Adult School - Salinas	GED	Math	93906	40		Y
Adult School - Salinas	Adult Basic Ed	Learning Lab	93906	40		Y
Adult School - Salinas	GED	Learning Lab	93906	40		Y
Adult School - Salinas	High School Diploma	Learning Lab	93906	40		Y
Adult School - Salinas	High School Diploma	H/S Diploma	93906	300		Y
Adult School - Salinas	ABE/GED	Study Skills	93906	48		Y
Adult School - Salinas	H/S Diploma	Study Skills	93906	24		Y
Adult School - Salinas	H/S Diploma	Independent Study	93906	300		Y
Adult School - Salinas	H/S Diploma	After School Program	93906	180		Y
Adult School - Salinas	Vocational Education	Typing/Keyboarding 1	93906	60	10.00	Y
Adult School - Salinas	Vocational Education	Typing/Keyboarding 2	93906	60	10.00	Y
Adult School - Salinas	Vocational Education	Business English 1	93906	120	30.00	Y

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
Adult School - Salinas	Vocational Education	Business English 2	93906	120	30.00	Y
Adult School - Salinas	Vocational Education	Business Math	93906	60	37.00	Y
Adult School - Salinas	Vocational Education	Calculators	93906	60	28.00	Y
Adult School - Salinas	Vocational Education	Bus Ed Eve Open Lab	93906	250	150.00	Y
Adult School - Salinas	Vocational Education	Human Relations	93906	48	10.00	Y
Adult School - Salinas	Vocational Education	Filing	93906	72	32.00	Y
Adult School - Salinas	Vocational Education	Typing/Keyboarding 3	93906	36	10.00	Y
Adult School - Salinas	Vocational Education	Employment Skills I	93906	24	5.00	Y
Adult School - Salinas	Vocational Education	Writing Skills/Business	93906	24	15.00	Y
Adult School - Salinas	Vocational Education	Recordkeeping	93906	36	27.00	Y
Adult School - Salinas	Vocational Education	Computerized Record	93906	24	25.00	Y
Adult School - Salinas	Vocational Education	Accounting 1	93906	36	75.00	Y
Adult School - Salinas	Vocational Education	Accounting 2	93906	36	36.00	Y
Adult School - Salinas	Vocational Education	Payroll Records/Proc	93906	36	60.00	Y
Adult School - Salinas	Vocational Education	Bus. Office Managemnt	93906	60	10.00	Y
Adult School - Salinas	Vocational Education	Medical Terminology I	93906	36	44.00	Y
Adult School - Salinas	Vocational Education	Medical Terminology 2	93906	36	10.00	Y
Adult School - Salinas	Vocational Education	Sign Language	93906	60	40.00	Y
Adult School - Salinas	Vocational Education	Homemaker Aide	93906	60	60.00	Y
Adult School - Salinas	Vocational Education	Home Health Aide	93906	40	60.00	Y
Adult School - Salinas	Vocational Education	Certified Nursing Assist	93906	210	60.00	Y
Adult School - Salinas	Vocational Education	CNA Cont. Ed Units	93906	4	8.00	Y
Adult School - Salinas	Vocational Education	Medical Assistant	93906	1800	600.00	Y
Adult School - Salinas	Vocational Education	Bus Driving	93906	36	15.00	Y
Adult School - Salinas	Vocational Education	Labor Bus Driving	93906	36	15.00	Y
Adult School - Salinas	Vocational Education	Computer Applications	93906	48	40.00	Y
Adult School - Salinas	Vocational Education	Computer Repair	93906	36	10.00	Y
Adult School - Salinas	Vocational Education	Intro to AutoCad	93901	72	40.00	Y
Adult School - Salinas	Vocational Education	Intro to Computing	93906	18	20.00	Y
Adult School - Salinas	Vocational Education	Graphics	93906	8	5.00	Y
Adult School - Salinas	Vocational Education	Windows 95	93906	12	28.00	Y
Adult School - Salinas	Vocational Education	Microsoft Word	93906	36	40.00	Y
Adult School - Salinas	Vocational Education	Microsoft Excel	93906	24	40.00	Y
Adult School - Salinas	Vocational Education	Advanced Excel	93906	24	40.00	Y
Adult School - Salinas	Vocational Education	Microsoft Powerpoint	93906	6	20.00	Y
Adult School - Salinas	Vocational Education	Microsoft Access	93906	12	20.00	Y
Adult School - Salinas	Vocational Education	WordPerfect	93906	24	30.00	Y
Adult School - Salinas	Vocational Education	Lotus 1-2-3	93906	36	40.00	Y
Adult School - Salinas	Vocational Education	Internet	93906	6	10.00	Y
Adult School - Salinas	Vocational Education	Computer Open Lab	93906	20	10.00	Y
Adult School - Salinas	ESL	Multi-level	93901	300		Y
ROP - Salinas	Vocational Education	Advertising Services		180		N
ROP - Salinas	Vocational Education	Ag Business Occupatons		780		N

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
ROP - Salinas	Vocational Education	Ag Resource		1080		N
ROP - Salinas	Vocational Education	Animal Care	93901	525		Y
ROP - Salinas	Vocational Education	Auto Service	93905	880	7.00	Y
ROP - Salinas	Vocational Education	Auto Service/Maintenance Coop		525	26.00	N
ROP - Salinas	Vocational Education	Banking Career Coop		525		N
ROP - Salinas	Vocational Education	Banking Careers	93901	360		Y
ROP - Salinas	Vocational Education	Building Maint Coop	93905	525		N
ROP - Salinas	Vocational Education	Checker Cashier	93905	360		Y
ROP - Salinas	Vocational Education	Child Care	93905	360		Y
ROP - Salinas	Vocational Education	Child Care Coop	93905	525		Y
ROP - Salinas	Vocational Education	Commerical Art		360		N
ROP - Salinas	Vocational Education	Commerical Maint. & Remodeling		350		N
ROP - Salinas	Vocational Education	Computer Accounting		360		N
ROP - Salinas	Vocational Education	Computer Repair	93905	360	16.00	Y
ROP - Salinas	Vocational Education	Construction Tech		525		N
ROP - Salinas	Vocational Education	Cosmetology	93901	1600	250.00	Y
ROP - Salinas	Vocational Education	Cosmetology	93906	1600	250.00	Y
ROP - Salinas	Vocational Education	Data Entry Operations		180		N
ROP - Salinas	Vocational Education	Dental Careers	93905	525	109.00	Y
ROP - Salinas	Vocational Education	Dental Careers Coop		525		N
ROP - Salinas	Vocational Education	Dental RDA Coop	93905	265	10.00	Y
ROP - Salinas	Vocational Education	Dental Receptionist		180		N
ROP - Salinas	Vocational Education	Dental X-Ray	93905	60	35.00	Y
ROP - Salinas	Vocational Education	Desktop Publishing	93905	720		Y
ROP - Salinas	Vocational Education	Fashion Merchandising	93906	352		Y
ROP - Salinas	Vocational Education	Floriculture		525		N
ROP - Salinas	Vocational Education	Floristry	93906	525		Y
ROP - Salinas	Vocational Education	Forestry Fire Fighting		198		N
ROP - Salinas	Vocational Education	Fundamentals of Voc. Nursing		270		N
ROP - Salinas	Vocational Education	Health Occupations	93905	360		Y
ROP - Salinas	Vocational Education	Home Health Aide		190		N
ROP - Salinas	Vocational Education	Industrial Drafting		360		N
ROP - Salinas	Vocational Education	Industrial Welding/Metal Fab.	93905	525		Y
ROP - Salinas	Vocational Education	Landscaping		525		N
ROP - Salinas	Vocational Education	Machinist		360		N
ROP - Salinas	Vocational Education	Microcomputer Business Applications	93905	720		Y
ROP - Salinas	Vocational Education	Mill Cabinet	93901	525		Y
ROP - Salinas	Vocational Education	Motorcycle & Bicycle Repair		525		N
ROP - Salinas	Vocational Education	Nurses Aide & Orderly Coop		525		N
ROP - Salinas	Vocational Education	Office Careers	93305	600		Y
ROP - Salinas	Vocational Education	Office Coop	93901	525		Y
ROP - Salinas	Vocational Education	Photography		360		N
ROP - Salinas	Vocational Education	Restaurant Sales	93905	360		Y
ROP - Salinas	Vocational Education	Restaurant Sales Coop	93901	525		Y

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
ROP - Salinas	Vocational Education	Restaurant Sales Coop	93905	525		Y
ROP - Salinas	Vocational Education	Restaurant Sales Coop	93906	525		Y
ROP - Salinas	Vocational Education	Retail Coop	93901	525		Y
ROP - Salinas	Vocational Education	Retail Coop	93905	525		Y
ROP - Salinas	Vocational Education	Retail Coop	93906	525		Y
ROP - Salinas	Vocational Education	Retail Sales	93901	360		Y
ROP - Salinas	Vocational Education	Small Business Own & Manage		180		N
ROP - Salinas	Vocational Education	Tractor Maintenance	93905	525		Y
ROP - Salinas	Vocational Education	Transportation		360		N
ROP - Salinas	Vocational Education	TV Productions	93901	360		Y
Adult School - Monterey	ESL	Beginning 1	93955	350		Y
Adult School - Monterey	ESL	Beginning 1	93933	350		Y
Adult School - Monterey	ESL	Intermediate	93955	350		Y
Adult School - Monterey	ESL	Intermediate	93933	350		Y
Adult School - Monterey	ESL	Advanced	93933	350		Y
Adult School - Monterey	ESL	Advanced	93955	350		Y
Adult School - Monterey	ESL	Advanced	93940	350		Y
Adult School - Monterey	Basic Education	Adult Basic Education	93933	350		Y
Adult School - Monterey	Basic Education	Adult Basic Education	93955	350		Y
Adult School - Monterey	Citizenship	Citizenship	93955	350		Y
Adult School - Monterey	HS Diploma/GED	HS Diploma/GED	93955	350		Y
Adult School - Monterey	HS Diploma/GED	HS Diploma/GED	93933	350		Y
Adult School - Monterey	Basic Skills	Basic Skills	93955	350		Y
Adult School - Monterey	Basic Skills	Basic Skills	93933	350		Y
Adult School - Monterey	Basic Keyboarding	Basic Keyboarding	93955	350		Y
Adult School - Monterey	Basic Keyboarding	Basic Keyboarding	93933	350		Y
Adult School - Monterey	Windows 95	Windows 95	93955	350	25.00	Y
Adult School - Monterey	Windows 95	Windows 95	93940	350		Y
Adult School - Monterey	Vocational Education	Auto Technology	93955	350		Y
Adult School - Monterey	Vocational Education	TV/VCR Repair	93955	350		Y
Adult School - Monterey	Literacy	Literacy	93955	350		Y
Adult School - Monterey	Literacy	Literacy	93933	350		Y
ROP - Monterey	Vocational Education	Auto Body & Fender		525		Y
ROP - Monterey	Vocational Education	Auto Body & Fender Coop		525		Y
ROP - Monterey	Vocational Education	Auto Service/Maintenance Coop		525		Y
ROP - Monterey	Vocational Education	Auto Special Training		360		Y
ROP - Monterey	Vocational Education	Care & Guidance of Children		1600		Y
ROP - Monterey	Vocational Education	Career & Child Care Coop		525		Y
ROP - Monterey	Vocational Education	Coop Adv Office/Financial Occup.		525		Y
ROP - Monterey	Vocational Education	Coop Retail Merchandising		525		Y
ROP - Monterey	Vocational Education	Computer Accounting		360		Y
ROP - Monterey	Vocational Education	Computer in Small Business		300		Y

	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
ROP - Monterey	Vocational Education	Cosmetology		1600		Y
ROP - Monterey	Vocational Education	General Merchandising		360		Y
ROP - Monterey	Vocational Education	Home Health Aide		190		Y
ROP - Monterey	Vocational Education	Hospitality/Tourism Coop		992		Y
ROP - Monterey	Vocational Education	Multi Media Graph Coop		525		Y
ROP - Monterey	Vocational Education	Multi Media Graphics		720		Y
ROP - Monterey	Vocational Education	Nurses Aide & Orderly Coop		525		Y
ROP - Monterey	Vocational Education	Nurses Aide & Orderly		360		Y
ROP - Monterey	Vocational Education	Secretary Careers 1 & 2		480		Y
ROP - Monterey	Vocational Education	Architectural Drafting		360		Y
ROP - Monterey	Vocational Education	Banking Careers		360		Y
ROP - Monterey	Vocational Education	Building Maint & Housekeeping		360		Y
ROP - Monterey	Vocational Education	Computer Electronics		360		Y
ROP - Monterey	Vocational Education	Computer Maint. & Repair		360		Y
ROP - Monterey	Vocational Education	Construction Tech Coop		525		Y
ROP - Monterey	Vocational Education	Construction Tech		525		Y
ROP - Monterey	Vocational Education	Floristry		525		Y
ROP - Monterey	Vocational Education	Floristry Coop		525		Y
ROP - Monterey	Vocational Education	General Office Clerk, Career in Ins.		525		Y
ROP - Monterey	Vocational Education	Landscape		525		Y
ROP - Monterey	Vocational Education	Landscape Coop		525		Y
ROP - Monterey	Vocational Education	Manicurist		350		Y
ROP - Monterey	Vocational Education	Motorcycle Repair Coop		525		Y
ROP - Monterey	Vocational Education	Motorcycle & Bicycle Repair		525		Y
ROP - Monterey	Vocational Education	Restaurant Coop		525		Y
ROP - Monterey	Vocational Education	Restaurant Sales & Management		360		Y
ROP - Monterey	Vocational Education	Small Business Own & Manage		200		Y
ROP - Monterey	Vocational Education	Transportation		360		Y
ROP - Carmel	Vocational Education	Accounting in Sm Business		180		Y
ROP - Carmel	Vocational Education	Computer Operations		300		Y
ROP - Carmel	Vocational Education	Cosmetology		1600		Y
ROP - Carmel	Vocational Education	Customer Sewing Level I		180		Y
ROP - Carmel	Vocational Education	Custom Sewing Level 2		180		Y
ROP - Carmel	Vocational Education	Design Occupation Coop		525		Y
ROP - Carmel	Vocational Education	Designer Occupations		350		Y
ROP - Carmel	Vocational Education	Health Fit & Sport Injury Tech		540		Y
ROP - Carmel	Vocational Education	Hospitality/Tourism Coop		992		Y
ROP - Carmel	Vocational Education	Industrial Drafting I & II		360		Y
ROP - Carmel	Vocational Education	Interior Design/Furn.Occup.		720		Y
ROP - Carmel	Vocational Education	Jewelry Making		360		Y
ROP - Carmel	Vocational Education	Photography		360		Y
ROP - Carmel	Vocational Education	Recreation Leadership		1280		Y
ROP - Carmel	Vocational Education	Sm Business Ownship & Mgmt		180		Y



PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
ROP - Carmel	Vocational Education	Sports Leadership		1280		Y
ROP - Carmel	Vocational Education	Stage/Studio Technician		350		Y
ROP - Carmel	Vocational Education	Technical Writing Occupations		360		Y
ROP - Carmel	Vocational Education	Travel Careers		540		Y
ROP - Carmel	Vocational Education	Ag Business Management		540		Y
ROP - Carmel	Vocational Education	Ag Resource		1080		Y
ROP - Carmel	Vocational Education	Animal Care Service		540		Y
ROP - Carmel	Vocational Education	Bus Driver Training		40		Y
ROP - Carmel	Vocational Education	Child Care		360		Y
ROP - Carmel	Vocational Education	Commercial Maint & Remodel		350		Y
ROP - Carmel	Vocational Education	Commercial Art		360		Y
ROP - Carmel	Vocational Education	Fashion & Design Coop		525		Y
ROP - Carmel	Vocational Education	Fashion Occupations		352		Y
ROP - Carmel	Vocational Education	Gen Office Clerk/Career in Ins.		525		Y
ROP - Pacific Grove	Vocational Education	Advertising Services		180		N
ROP - Pacific Grove	Vocational Education	Auto Service/Maintenance Coop		525		N
ROP - Pacific Grove	Vocational Education	Auto Specialize Other		360		N
ROP - Pacific Grove	Vocational Education	Building Maintenance	93950	525		Y
ROP - Pacific Grove	Vocational Education	Clerical Careers	93950	540		Y
ROP - Pacific Grove	Vocational Education	Computer Accounting	93950	360		Y
ROP - Pacific Grove	Vocational Education	Computer Operations	93950	300		Y
ROP - Pacific Grove	Vocational Education	Cosmetology	93955	1600		Y
ROP - Pacific Grove	Vocational Education	Dental Assistant		525		N
ROP - Pacific Grove	Vocational Education	Dental Careers Coop		525		N
ROP - Pacific Grove	Vocational Education	Dental Xray		60		N
ROP - Pacific Grove	Vocational Education	Design Occupations	93950	350		Y
ROP - Pacific Grove	Vocational Education	Food Service, Catering	93950	354		Y
ROP - Pacific Grove	Vocational Education	Hospitality/Tourism Coop	93950	992		Y
ROP - Pacific Grove	Vocational Education	Hotel/Motel Management	93950	180		Y
ROP - Pacific Grove	Vocational Education	Industrial Drafting	93950	360		Y
ROP - Pacific Grove	Vocational Education	Media Production	93950	360		Y
ROP - Pacific Grove	Vocational Education	Medical Receptionist	93950	360		Y
ROP - Pacific Grove	Vocational Education	Mill Cabinet/Furn. Making	93950	525		Y
ROP - Pacific Grove	Vocational Education	Office Careers Coop	93950	525		Y
ROP - Pacific Grove	Vocational Education	Secretaries	93950	180		N
ROP - Pacific Grove	Vocational Education	Security Officer Training		180		Y
ROP - Pacific Grove	Vocational Education	Stage/Studio Tech	93921	350		N
ROP - Pacific Grove	Vocational Education	Word Processor	93950	185		N
ROP - King City	Vocational Education	Ag Construction		360		Y
ROP - King City	Vocational Education	Animal Care/Livestock		360		Y
ROP - King City	Vocational Education	Bus Driver Training		40		Y
ROP - King City	Vocational Education	Business Occupations		180		Y

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
ROP - King City	Vocational Education	Child Care		360		Y
ROP - King City	Vocational Education	Commercial Art		360		Y
ROP - King City	Vocational Education	Cosmetology		1600		Y
ROP - King City	Vocational Education	Floristry		525		Y
ROP - King City	Vocational Education	Landscape		525		Y
ROP - King City	Vocational Education	Office Careers Coop		525		Y
ROP - King City	Vocational Education	Photography		360		Y
ROP - King City	Vocational Education	Printing & Graphic Art		525		Y
ROP - King City	Vocational Education	Retail Merch Coop		525		Y
ROP - King City	Vocational Education	Ag Business Management		540		Y
ROP - King City	Vocational Education	Ag Irrigation		3		Y
ROP - King City	Vocational Education	Banking Careers		360		Y
ROP - King City	Vocational Education	Building Maintenance		525		Y
ROP - King City	Vocational Education	First Responder		32		Y
ROP - King City	Vocational Education	Food Service		360		Y
ROP - King City	Vocational Education	Forestry Fire Fighting		198		Y
ROP - King City	Vocational Education	General Merchandising		360		Y
ROP - King City	Vocational Education	General Office Clerk		360		Y
ROP - King City	Vocational Education	Home Health Aide		190		Y
ROP - King City	Vocational Education	Nurses Aide & Ordrlly Coop		525		Y
ROP - King City	Vocational Education	Nurses Aide & Orderly		360		Y
ROP - King City	Vocational Education	Sm Business Own & Mgmt		180		Y
ROP - King City	Vocational Education	Tractor Operations & Maint		525		Y
ROP - King City	Vocational Education	Viticulture		525		Y
ROP - North Monterey County	Vocational Education	Auto Body and Fender		525		Y
ROP - North Monterey County	Vocational Education	Auto Specialty		360		Y
ROP - North Monterey County	Vocational Education	Certified Nursing Assistant		360		Y
ROP - North Monterey County	Vocational Education	Cosmetology		1600		Y
ROP - North Monterey County	Vocational Education	Industrial Drafting		360		Y
ROP - North Monterey County	Vocational Education	Occupations with Children		525		Y
ROP - North Monterey County	Vocational Education	Secretarial Careers		180		Y
ROP - North Monterey County	Vocational Education	Word Processing		180		Y
ROP - North Monterey County	Vocational Education	Auto Body & Fender Coop		525		Y
ROP - North Monterey County	Vocational Education	Commercial Art		360		Y
ROP - North Monterey County	Vocational Education	Computer Accounting		180		Y
ROP - North Monterey County	Vocational Education	Coop Office Occupations		525		Y
ROP - North Monterey County	Vocational Education	Emer Medical Technician		112		Y
ROP - North Monterey County	Vocational Education	Gen Office Clk/Career Ins.		525		Y
ROP - North Monterey County	Vocational Education	Marine Sm Engine Repair		525		Y
ROP - North Monterey County	Vocational Education	Microcomputer Repair		360		Y
Adult School - Gonzales	ABE	Est All Levels	93960	720		Y
Adult School - Gonzales	ABE	Est All Levels	93926			Y

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
Adult School - Gonzales	ABE	EsI All Levels	93925			Y
Adult School - Gonzales	ABE	EsI/Citz	93960	720		Y
Adult School - Gonzales	ABE	ABE/GED	93960	720		Y
Adult School - Gonzales	ABE	GED Test	93960	720	50.00	Y
Adult School - Gonzales	Vocational Education	Computer Literacy	93960	360		Y
Adult School - Gonzales	Vocational Education	Computer Literacy	93925	360		Y
Adult School - Gonzales	ED/ EMP	Parenting the Adolescent	93960	30		Y
Adult School - Gonzales	ED/ EMP	HS Diploma Independent Study	93960	VARIES		Y
Adult School - Gonzales	ED/EMP	HS Diploma Plus	93960	54		Y
Adult School - Gonzales	ED/EMP	HS Diploma Plus	93926	54		Y
ROP - Gonzales	Vocational Education	Office Careers	93960	360	25.00	Y
ROP - Gonzales	Vocational Education	Co-op Office Careers	93960	525		Y
ROP - Gonzales	Vocational Education	Certified Nursing	93960	360	250.00	Y
ROP - Gonzales	Vocational Education	Food Service 1	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Food Service 2	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Ag Business	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Ag Construction	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Ag Economics/Government	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Microcomputer Business Applications	93926	360	25.00	Y
ROP - Gonzales	Vocational Education	Construction Tech	93926	360	25.00	Y

		COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
<b>University of California Extension/Santa Cruz - Professional Certificate Programs</b>						
UCSC Extension	Extension Certificate	Customized Certificate Programs	93933, 95054	100-250 hrs	20.00/hr	Y
UCSC Extension	Extension Certificate	Business Administration, Classic and Tailored	93933, 95054	18 units (180 hrs)	2,940-3,040	Y
UCSC Extension	Extension Certificate	Continuous Improvement and Quality Management	93933, 95054	8 units (80 hrs)	1,100	Y
UCSC Extension	Extension Certificate	Emergency Planning and Management	93933, 95054	12.6 units (126 hrs)	1,650-1,750	Y
UCSC Extension	Extension Certificate	Human Resource Management	93933, 95054	12 units (120 hrs)	2,450	Y
UCSC Extension	Extension Certificate	Marketing	93933, 95054	17 units (170 hrs)	3,500	Y
UCSC Extension	Extension Certificate	Personal Financial Planning	93933, 95054	26.5 units (265 hrs)	2,910	Y
UCSC Extension	Extension Certificate	Project and Program Management	93933, 95054	13 units (130 hrs)	2,725	Y
UCSC Extension	Extension Certificate	Training and Human Resource Development	93933, 95054	11 units (110 hrs)	2,100	Y
UCSC Extension	Extension Certificate	Alcohol and Drug Studies	93933, 95054	21 units (210 hrs)	2,200	Y
UCSC Extension	Extension Certificate	Advanced Alcohol and Drug Studies	93933, 95054	15 units (150 hrs)	1,800	Y
UCSC Extension	Extension Certificate	Human Services Counseling	93933, 95054	18 units (180 hrs)	2,100	Y
UCSC Extension	Extension Certificate	Interior Design Assistant	93933, 95054	24 units (240 hrs)	2,200	Y
UCSC Extension	Extension Certificate	Paralegal Studies	93933, 95054	22 units (220 hrs)	2,200	Y
UCSC Extension	Extension Certificate	Advanced Environmental Management	93933, 95054	18 units (180 hrs)	2,340-2,440	Y
UCSC Extension	Extension Certificate	Hazardous Materials Management	93933, 95054	21 units (210 hrs)	2,760-3,150	Y
UCSC Extension	Extension Certificate	Occupational Safety and Health Management	93933, 95054	22 units (220 hrs)	2,850-3,000	Y
UCSC Extension	Extension Certificate	Site Assessment and Remediation	93933, 95054	21 units (210 hrs)	2,730-2,800	Y
UCSC Extension	Extension Certificate	Graphic Production	93933, 95054	29.5 units (295 hrs)	5,140	Y
UCSC Extension	Extension Certificate	Graphic Design and Visual Communication	93933, 95054	50 units, 500 hrs	7,370	Y
UCSC Extension	Extension Certificate	Multimedia Production: Foundation Level	93933, 95054	16 units (160 hrs)	3,615	Y
UCSC Extension	Extension Certificate	Video Arts: Documentary	93933, 95054	25-30 units (250-300 hrs)	5,000	Y
UCSC Extension	Extension Certificate	Alternative Dispute Resolution	93933, 95054	18 units (180 hrs)	2,000	Y
UCSC Extension	Extension Certificate	Early Childhood Education	93933, 95054	22 units (220 hrs)	1,430	Y
UCSC Extension	Extension Certificate	Educational Therapy	93933, 95054	30 units (300 hrs)	3,000	Y
UCSC Extension	Extension Certificate	Teaching English as a Second Language (TEST)	93933, 95054	18 units (180 hrs)	1,800	Y
UCSC Extension	Extension Certificate	Cross-Cultural, Language & Academic Development (CLAD)	93933, 95054	18 units (180 hrs)	1,800	Y
UCSC Extension	Extension Certificate	Technology in Education	93933, 95054	15 units (150 hrs)	1,950	Y
UCSC Extension	Extension Certificate	C Language Programming	93933, 95054	19.5 hrs (195 hrs)	2,750	Y
UCSC Extension	Extension Certificate	Hardware Design Engineering	93933, 95054	11 units (110 hrs)	1,700	Y
UCSC Extension	Extension Certificate	Heating, Ventilation, and Air Conditioning (HVAC) Engineering	93933, 95054	18 units (180 hrs)	2,400	Y
UCSC Extension	Extension Certificate	Information Systems Management	93933, 95054	16 units (160 hrs)	2,200	Y
UCSC Extension	Extension Certificate	Managing the Development of Technical Information	93933, 95054	7.5 units (75 hrs)	2,800	Y
UCSC Extension	Extension Certificate	Multimedia Engineering and Programming	93933, 95054	16 units (160 hrs)	2,770	Y
UCSC Extension	Extension Certificate	Network Engineering	93933, 95054	18 units (180 hrs)	2,800	Y
UCSC Extension	Extension Certificate	Network Management	93933, 95054	21 units (210 hrs)	3,700	Y
UCSC Extension	Extension Certificate	Object-Oriented Programming	93933, 95054	21 units (210 hrs)	2,500	Y
UCSC Extension	Extension Certificate	Software Engineering	93933, 95054	14.5 units (145 hrs)	2,145	Y
UCSC Extension	Extension Certificate	UNIX System Management and Administration	93933, 95054	8.5 hrs (85 hrs)	2,765-2,940	Y
UCSC Extension	Extension Certificate	VLSI Design Engineering	93933, 95054	12 units (120 hrs)	2,440	Y

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
<b>JTPA Vendor List (Individual Referral)</b>						
ACRT, Inc.		Arboriculture and Urban Forestry				
ATCOA North		Automotive technician, Service Advisor/Dispatcher, Automotive Warranty Claims Administrator, Sales Associate, Customer Service Clerk/Cashier				
Bryman College		Dental Asstng., Medical Asstng., Ophthalmic Tech.				
Cabrillo College		Aeronautics, Biology, Business, Computer Science, Criminal Justice, Drafting, Engineering, Geology, Horticulture, Journalism (comprehensive catalog provided upon request)				
California Culinary Academy		Culinary Arts & Food Service Management				
California State Univ., Monterey Bay		Communications Science, Educ., Earth & Science, Human communication, Math & Statistics, Management. & Intern'l Entrprnrshp, Soc. & Behav. Science (comprehensive catalog provided upon request)				
Career Dynamics International		Word Processing/Database, Computerized Accounting, PC Repair, PC Network Support, Computerized Medical Office				
CCCBDP		Automated Accounting, Medical Office, Medical Assistant				
CET		Automated Office Skills, Building Maintenance, Custodial Services, Data Entry/Computer Operator				
Chapman University		Master of Arts in education with areas of concentration in curriculum and instruction, Educational Administration, and Reading Education				
Computer Business College		Computerized Acctng., Database/Spreadsheet training., Computer Graphics/Desktop Pub., Medical Office careers, Microcomputer repair (comprehensive catalog provided upon request)				
Computer Learning Center		Computer Business Systems (Network Administration, Programming, Electronic Technology)				
Computer Training Academy, Inc.		Computer Aided Drafting, Computerized Office/Bus. Admin., Computer Technician, Medical Admin./Billing, Telecommunications Technician				
Construction Craft Training		Industrial Electrician				
Copper Connection, Inc.		Computer Aided Drafting (CAD), fundamental computer skills for IBM compatible PC's, Microsoft Excel & Word, Printed Circuit Board (PCB) design				
Esalen Institute		Continuing Education in Nursing and Psychology				
Golden Gate University		Accounting, Human Relations, Bus. Admin., Computer Info Systems, Finance, Marketing, Human Resources, Healthcare Management, Public Admin., Taxation, Information Systems				
Hartnell College		Animal Health Tech., Automotive Tech., Engineering, Oceanography, Welding, Drafting, Chemistry, Nursing, Construction (comprehensive catalog provided upon request)				

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
Harlsog Trade School		Heating, Air Conditioning, Refrigeration Service Technician				
Heald Business College		Accounting, Computer Applications, Legal/Medical/Business Office Administration, Hospitality & Tourism				
Institute for Business and Technology		Business & Tech. (Auto. Office Mngmt., Computer Repair, Hotel, Travel), Commercial Heating & A/C, Medical Office, Computer Aided Drafting, Complementary Metal Oxide Semicondtr.				
Masters Institute		Multimedia Communications, (Computer) Systems Administration, Business, Mathematics, Social Sciences, other general education courses (comprehensive catalog provided upon request)				
Mission Trails ROP		Agriculture, Business, Health, Construction, Communication, Home Economics, Personal Services (comprehensive catalog provided upon request)				
Monterey Institute of Touch		Massage Practitioner				
Monterey Peninsula College		Art, Biology, Health, Interior Design, Nursing, Ornamental Horticulture, Physical Fitness (comprehensive catalog provided upon request)				
National Training Institute, Inc.		Computer Service Technician, Electronic Equipment Repair Technology				
Pacific Grove Adult Education		Clerical, Nurse Assistant, Computer Applications (comprehensive catalog provided upon request)				
Palo Alto School of Hypnotherapy		Clinical/Medical Hypnotherapy				
Phlebotomy Plus		Phlebotomy, EKG/Paramedical Examiner, Back Office Medical Assisting				
Precision Truck School, Inc.		Commercial Truck Driver				
Pro Driver Training		Truck Driver (semi-tractor trailer)				
Salinas Adult School		Business Office careers, Health Occupations, Bus Driving, Printing, Computer Training				
Santa Cruz ROP		Arts/Communication, Agrcltr & Natural Resrcs, Bus., Marketing, Engineering, Health & Recreation, Social/Government Services (comprehensive catalog provided upon request)				
Sawyer College		Accounting, Business Mngmt, Medical Asst., Office Admin., Paralegal, Computer Technician, Pharmacy Technician				
Sequoia Institute		Automotive Technology, Climate Control and Refrigeration Technology				
SFSU-College of Extnd.Lrng.		Art & Design, Business, Science, Health & Human Services (comprehensive catalog provided upon request)				
Shoreline Occupational Services		Electronic Technician, Office Skills, Computerized Bkkg/Acctng, Medical Office, Hospitality, Retail Occupations				
Shoreline Occupational Services		Electronic Technician, Office Skills, Computerized Bkkg/Acctng, Medical Office, Hospitality, Retail Occupations				

PROVIDER	CATEGORY	COURSE NAME	ZIP CODE	COURSE HRS	COST	CURRENT
Silicon Valley High Tech Academy		Integrated Enterprise Certified Network Engineering, Integrated Enterprise Certified Network Engineering with Systems Management Server				
SJSU, Prof. Developmnt. Ctr.		Computer Proficiency for Business, Construction Management, Integrated Waste Management, Real Estate (comprehensive catalog provided upon request)				
Truck Driver Institute		Local and long distance commercial truck driving				
Univ.of California-Santa Cruz		Biology/Ecology, Art & Design, Business & Management, Computer Science, Engineering (comprehensive catalog provided upon request)				
University of California- Berkeley		Arts & Design, Behavioral/Health Sciences, Business & Management, Educ., Elec. & Computer Engineering, Education, Civil Eng., Environmental Mgmt. (comprehensive catalog provided upon request)				
Watsonville/Aptos Adult School		Certified Nursing Assistant, Offset Printing, Office Skills, Medical Office Skills				
Wave Technologies International		Computer training in Microsoft networking, Windows, Novell networking, Microsoft Programming (Visual Basic, SQL), Internet & Intranet technologies, USWeb Certification				
West Coast Detective Trng. Academy		Private Investigation, Police Science				
Worldwide Educational Services		Computer Skills Training, Professional Clerical Cluster (Accounting, Legal, Medical)				

## **Curtis & Associates, Inc. Model Employment/Self-Sufficiency Consulting Services**

Effective January 1, 1996 GAIN regulations changed to require an up-front job club for almost all GAIN participants. This change along with impending welfare reform mandates a stronger emphasis on early employment for the GAIN participant. The welfare reform process is clearly redefining public assistance as a temporary support mechanism with time limitations and, very possibly, benefit limitations. Therefore, GAIN must intensify its employment focus to meet the new regulatory requirements and to enable and assist persons to become employed prior to imposed assistance limitations. Moreover, GAIN EMPLOYMENT wants to offer participants a better opportunity for a positive and successful exit from public assistance programs.

As mandated GAIN participants become employed the remaining AFDC recipients will be able to move into GAIN EMPLOYMENT and on to jobs. While those with entry level salaries may stay on AFDC their grants will be reduced by earned income. Most will receive promotions and move on to better paying jobs which will take them off the welfare rolls thereby reducing welfare cost, saving tax dollars and providing all important positive models for their families.

The "Curtis Self-Sufficiency Model" promotes independence and self responsibility in customers from the day they set foot in the welfare office. It teaches essential skills and attitudes for the 21st century workforce: problem solving, goal setting, flexibility, motivation and lifelong learning. It is action-oriented, stressing the urgency of taking control over personal life now. By defining welfare as "emergency assistance" and promoting self-esteem through work, the Curtis Model has been extremely successful in diverting potential welfare applicants, generating job placements for AFDC recipients and moving people off of the welfare roles.

For ten years, Curtis & Associates, Inc.'s sole mission has been to make an international impact on reducing poverty, unemployment and dependence on social welfare programs. It has received national recognition and was chosen by the Office of Family Assistance to represent work programs in special work conferences held throughout the country to help establish self-sufficiency programs nationwide.

### **EMPLOYMENT SUCCESS NETWORK:**

**Orientation** is a half day activity: Welcome and introductions, self-discovery activities, information about the labor market and self-sufficiency, tour of the Action for Employment Center (ACE), center etiquette, schedule for the next four weeks, GAIN EMPLOYMENT overview, video and supportive services information.

**OPTIONS** workshop (group Appraisal) is six full time days of activities and exercises: Self-discovery and self-esteem, individual video taped interviews, responding to tough questions, master application preparation and completion, resume writing, giving and receiving positive (or sometimes negative) reactions and responses, interview practice, goal setting, money management, assertiveness training, conflict management, another individual video tape of an interview, job retention, employer panel, interview with employers, etc.

Each day OPTIONS participants will be given goals to meet by the following day, i.e., finding a job lead each day, delegating tasks to family members, updating To Do list, writing resume. Personal



management and esteem building are the underlying objectives of every activity. Each trainer will use participants' names, shake hands daily, find positive qualities in each participant, *treat each with courtesy and confidentiality.*

On the final OPTIONS day members of the employer panel will conduct a mock interview with each person. This also gives participants an opportunity to ask employers what they are looking for in an job candidate and an employee. It also reinforces the leaders' advice on personal presentation. This is especially critical for those who have scoffed at requirements for neat and clean appearance, appropriate language, etc.

OPTIONS expectations: In addition to the completion of a master application and a resume, participants will be able to open and close an interview, use strength statements, be prepared to answer interview questions, dress appropriately for an interview, telemarket effectively, know how to meet managers, establish job retention and life management skills and understand the steps to job advancement.

**Action Center for Employment (ACE)** activities will be held every day from 9:00 to 4:00 p.m. for three weeks after OPTIONS workshop has ended. Participants are "employees" of Supervised Job Search. The goal of the "business" is to lose employees -- to better paying employers!

The "business" is intended to be an energizing technique to help participants realize the importance of finding work immediately. To find work the participants must have 3 A's: Action, Achievement and Accountability. These behaviors are measured daily: punctuality, regular attendance, neat appearance, completing tasks, assuming responsibilities and working with others.

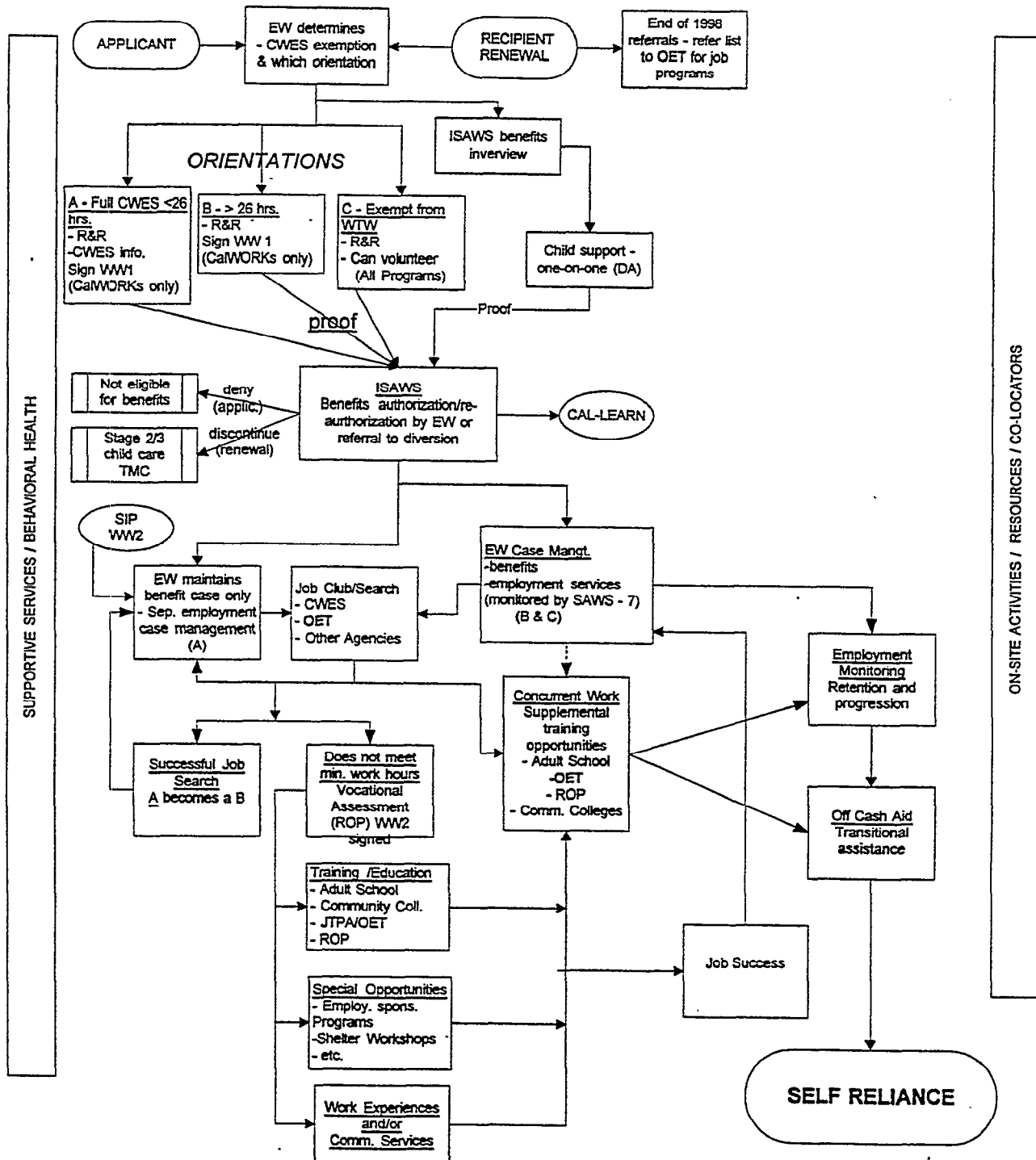
Participants set their own goals and look for their own jobs. Daily records are kept of each person's accomplishments. Group feedback is encouraged. In other words Job Search is the practice of working so that it is not a traumatic transition into the "real" world of work.

Employment Success trainers will make frequent visits to employers and work sites. Records will be kept of employers' needs, what they look for when hiring, and when they will be available for employer panels.

**Celebration:** Every time a participant gets a job a celebration occurs! Every participant in the office, every staff member, anyone in the general vicinity joins in the parade through the office, music is played, the newly employed participant's picture is taken twice, the participant tells the steps that she or he took to secure the new job, the person is congratulated amidst applause, hand shakes, hugs and many times with tears of affection and heartfelt joy at the participant's determination to succeed. The person's picture is displayed in ACE and in the GAIN EMPLOYMENT office as reminders and inspiration for both participants and staff.

**GOALS:** The application of the Curtis model is expected to increase participant employments to a **MINIMUM** of 75% of employable participants during the first nine weeks after program entry. Employable participants are defined as those who are expected to complete the four-week OPTIONS/ACE cycle. Those who are deferred or exempted during the Appraisal process or are self-initiated or are in conciliation or are being sanctioned are not included in the definition of employable participants.

# PROPOSED CalWORKs IMPLEMENTATION FLOWCHART



**MEMORANDUM OF UNDERSTANDING**  
between  
**Monterey County Department of Social Services**  
and  
**Monterey County Health Department**

*for the implementation of substance abuse services and welfare reform*

**PURPOSE**

This is an agreement between the Monterey County Departments of Social Services (DSS) and Health (MCHD), hereinafter referred to collectively as "the parties," for the establishment and implementation of substance abuse and mental health services as part of the Monterey County Welfare Reform Plan. The purpose of this agreement is to identify the roles and responsibilities of each of the affected parties.

**BACKGROUND**

For many individuals receiving welfare, alcohol and other drug (AOD) abuse and mental health issues present major barriers to their ability to find and maintain employment. As such, welfare reform identifies a target population that will need public sector AOD and mental health services, and in particular those individuals participating in the Temporary Assistance for Needy Families (TANF) program. Failure to adequately address AOD and mental health issues among welfare participants will likely result in fiscal sanctions due to inadequate performance levels, ultimately displacing families and placing increased burdens upon the local community for not fulfilling the objectives of welfare reform.

The Health Department, in collaboration with the Department of Social Services, has developed a plan which addresses the anticipated need for increased substance abuse and mental health services and a structure for implementing these services. The elements of these plan include:

- Screening and Engagement
- Employment Assistance Program
- Array of Treatment Services
- Transitional Employment Services
- After Care Services
- Transitional Supported Housing

## **PRINCIPLES OF AGREEMENT**

In this agreement, the general areas of responsibility are detailed below. As a result of these agreements, the parties agree to coordinate and share available resources as part of the substance abuse and mental health elements of the Monterey County Welfare Reform Plan. Clients are defined as those individuals receiving services from the Monterey County Department of Social Services, and specifically, clients enrolled and participating in the TANF program. In consideration of these services, the general areas of responsibility are as follows:

### ***MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES AGREES TO:***

1. Act as the lead agency for developing and implementing the Monterey County Welfare Reform Plan, which includes elements for addressing the substance abuse and mental health needs of welfare clients.
2. Collaborate with the Health Department in the development and provision of substance abuse and mental health services to welfare clients; work in a collaborative manner to ensure optimum opportunities for successful implementation of substance abuse and mental health services for welfare clients.
3. Provide funding made available through the CalWORKs Program for necessary substance abuse and mental health services.
4. In coordination with the Health Department, provide in-service training through a contract provider for line staff, supervisors, and managers relating to the substance abuse and mental health needs of welfare clients.
5. Coordinate the hiring and co-location of Health Department staff at Social Services locations, including necessary provisions for confidential counseling offices, group counseling space, and reception area space. Social Services will also provide necessary office furniture and telephone, with access to copying and other clerical support as may be available.
6. Work with the Health Department to develop intake and referral protocols for substance abuse and mental health referrals and treatment.
7. Provide joint supervision for co-located Behavioral Staff in relation to program development and services; Social Services will not provide clinical supervision to co-located Behavioral Health staff.
8. Coordinate with Health Department in developing appropriate evaluation procedures for determining service delivery impact on desired outcomes, including data collection requirements.

### ***MONTEREY COUNTY DIVISION OF BEHAVIORAL HEALTH AGREES TO:***

1. Collaborate with the Social Services to develop and implement the substance abuse and mental health elements of the Monterey County Welfare Reform Plan.

2. Assist in the curriculum development of substance abuse and mental health in-service training.
3. Leverage funding made available from Social Services with other substance abuse and mental health dollars to maximize available treatment resources for welfare clients.
4. Hire and co-locate four licensed Health staff, with at least two Employee Assistance Program (EAP) staff co-located in the DSS Offices in Salinas, one in the Seaside Offices, and one in the King City Offices.
5. Provide employee assistance services related to substance abuse and mental health needs of welfare clients referred to on-site Behavioral Health Specialists, including, but not limited to, assessment and evaluation, treatment assessment and referrals, on-site substance abuse education and group counseling, mental health assessment and referral, case management, and aftercare services.
6. Develop intake and referral protocols for delivery of substance abuse and mental health services to welfare clients.
7. Provide on-site consultation to Social Services staff, and on-going monitoring and evaluation of clients related to substance abuse and mental health treatment for Social Services case managers.
8. Provide a community-based continuum of substance abuse and mental health services, including development and provision of supported employment and community service opportunities in substance abuse and mental health settings.
9. Provide aftercare and relapse prevention services to welfare clients.
10. Provide assessment and referrals to the Housing Authority for supportive and transitional housing for welfare clients with substance abuse problems requiring on-going supportive services.

## PAYMENTS

1. The Department of Social Services receives an allocation for mental health and substance abuse services required for the County's Welfare Reform Plan. Pursuant to County Fiscal Letter (CFL) Number 97/98-16, in Fiscal Year 1997/98, Social Services receives a total of \$239,166 for mental health and substance abuse services. These funds are designated for increased mental health and substance abuse services pursuant to implementing welfare reform, and are available under for distribution under the following conditions:
  - A total of \$194,876 is combined and available for mental health and substance abuse services, with \$88,580 for mental health services and \$106,296 available for substance abuse services. These funds may be transferred between the programs, and unspent funds may be carried forward into the next fiscal year.
  - An additional \$44,290 available for substance abuse services only, for a total allocation of \$239,166.

- Behavioral Health will track and report expenditures of funding for mental health and substance abuse treatment services, indicating any unspent funds or, conversely, the level of unfunded service activity for Fiscal Year 1997-98.
- 2. DSS shall transfer \$48,719 on a quarterly basis to Account 6900, Inter-Fund Transfers, Departmental Costs Applied, for Budget Unit 415 for the provision of mental health and substance abuse services. Behavioral Health will leverage these funds for additional Title XIX funding for those services which qualify for federal financial participation. Transfers will be made quarterly and in advance, with the total annual amount not to exceed \$194,876.
- 3. DSS shall transfer \$11,072.50 on quarterly basis to Account 6900, Inter-Fund Transfers, Departmental Costs Applied, for Budget Unit 415 for the provision of substance abuse services. Transfers will be made quarterly and in advance, with the total annual amount not to exceed \$44,290.
- 4. Behavioral Health will submit quarterly reports to DSS detailing the amount of funding available, the amount of services provided, and the amount of unspent funds remaining. In the event there is a funding shortfall for services provided, Behavioral Health will report the amount of unfunded service activity for the report period. DSS may make payments adjustments as required for any unfunded service activity for a report period, not to exceed the total amount of the allocated funds available.

#### INDEMNIFICATION

As both parties to this agreement are Departments of Monterey County, there are no indemnification requirements.

#### TERM OF AGREEMENT

The general principles of this agreement shall continue until further notice. The fiscal term of this agreement is effective from July 1, 1997. Fiscal and programmatic provisions of this agreement are subject to automatic renewal upon mutual agreement of the parties. The parties understand that the terms of this agreement are subject to available funding.

#### TERMS FOR CANCELLATION

This agreement may be canceled at any time by any party upon 30 days written notice. This agreement will be reviewed and updated annually or at the inception of any new interagency activities pursuant to the establishment the substance abuse and mental health services described herein. If, during the term of the agreement, it is deemed

necessary, by any party, the agreement may be reviewed and thereafter revised by mutual consent.

DEPARTMENT OF SOCIAL SERVICES

\_\_\_\_\_  
Marie Glavin, Director

\_\_\_\_\_  
Date

HEALTH DEPARTMENT

\_\_\_\_\_  
Robert J. Melton, M.D., M.P.H., Director

\_\_\_\_\_  
Date

Reviewed and approved as to form:

\_\_\_\_\_  
County Counsel, Monterey County

\_\_\_\_\_  
Date

Reviewed and approved for fiscal provisions:

\_\_\_\_\_  
Auditor-Controller, Monterey County

\_\_\_\_\_  
Date

Attachment:

Substance Abuse and Mental Health Component of Welfare Reform Plan



## Domestic Violence Training subject Outline for Agency Staff

1. Defining Domestic Violence:
  - A. What is Domestic Violence? (Video available)
  - B. Types of violence: Physical, Sexual, Verbal, Psychological
2. The Law:
  - A. Domestic Violence Laws/Regulations
  - B. Reporting
    1. Mandatory reporting law
    2. When are you required to report?
    3. Domestic Violence in Monterey County
    4. Questions & Answers
3. Who is battered? Why do they stay?
  - A. Family history, parental role-models and role expectations
  - B. Personality characteristics
  - C. Learned helplessness
  - D. Access to social economic resources
4. Who is the battering person? Why do they batter?
  - A. Common characteristics
  - B. Minimization and denial
  - C. Depression and suicide
  - D. Dependency and jealousy
  - E. Potential for lethality
5. Working with Diverse Population
  - A. Understanding different cultures
    1. Beliefs systems
    2. Role of domestic violence in culture
    3. The role of religion & family
6. Domestic Violence in Rural Areas
  - A. Myths & Facts

7. Impact of Domestic Violence on Children
  - A. How violence in the home effects children
  - B. The psychological effects of domestic violence on the children
  - C. Children as victims
  - D. Statistics
  
8. The Do's & Don'ts for Counseling a Battered Person
  - A. Goals and Objections
  - B. Reactions
    1. Facial expressions or body language
    2. What will be said by you, to you
    3. Empowering the battered individual
    4. Post Traumatic Stress Syndrome
    5. Battered Woman's Syndrome
  - C. Enabling or Not - Boundaries
  - D. Secondary Traumatization
  
9. The Economic Cost of Violence
  - A. Medical and mental health treatment
  - B. Emergency response, i.e. police, EMS, etc.
  - C. Law enforcement/Court costs
  - D. Productivity losses
  
10. Prevention of Violence
  - A. Awareness
  - B. Education and communication
  - C. Support systems & safety plans
  - D. Will it stop? (a reality check)

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**Community Outreach and Public Presentations**

Date(s)	Event	Presenter(s)	Brief Description
June 27, 1997	Public Health & WR	DSS Staff	Public Health Nurses, staff from non-profit health agencies
July 26, 1997	Hartnell College WR Forum	Marilyn Clark & DSS staff	Informational forum on WR and Education for Hartnell students, recipients and general public
October 16, 1997	Leadership Monterey	Marie Glavin	Leadership training program
October, 1997	County Board of Education	Marie Glavin	Elected officials and staff of the County Office of Education
September 23, 1997	Child Care Planning Council	Marie Glavin	Multi-disciplinary child care experts. Provide information, receive input.
July 18, 1997	Executive Directors of Women's Agencies	Marie Glavin	Overview of welfare reform and receive input
September 19, 1997	Health Department Managers	Marie Glavin	Division chiefs. Overview and receive input.
September 24, 1997	Domestic Violence Council	Marie Glavin	DA, judges, Sheriff, providers, community representatives
October 17, 1997	Development Executives Network	Marie Glavin	Leaders from the non-profit sector
September 8, 1997	Children's Council of Monterey County	Marie Glavin	Policymakers in services for children Welfare Reform overview
October 16, 1997	Overall Economic Development Commission	Marilyn Clark	Policymakers for federal economic development funding
October 17, 1997	Economic Strategy Forum for Monterey County	Marie Glavin	Economic Development Policymakers
October 20, 1997	Community Action Agency	Marie Glavin	County Advisory Board-WR overview
October 23, 1997	South County Welfare Reform Forum	Multiple	Audience: DSS Staff, Elected Officials, School Staff, General Public Topics: Present Information & Receive Input From South County Residents
October 24, 1997	Economics of Child Care	Marie Glavin	Employers, Child Care Planning Council, Providers - WR Overview
October 25, 1997	League of Women Voters Salinas Valley and AAUW-Salinas	Marie Glavin	Overview of Welfare Reform & Receive input

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October 27, 1997	Community Foundation for Monterey County	Marie Glavin	Overview of Welfare Reform & Receive input
October 29, 1997	Housing Authority Board of Directors	Marie Glavin	Overview of Welfare Reform & Receive input
November 10, 1997	Monterey Bay Healthy Start Network	Marie Glavin and Bonnie Hutcheon	Overview of Welfare Reform & Receive input
November 14, 1997	Regional Healthy Start Meeting	Helen Shaw	Education and Healthy Start Participants
November 12, 1997	Coalition for Immigrant Services	Marie Glavin, other DSS staff	Focus Group to Receive Input
November 13, 1997	Non-Profit Summit	Marie Glavin	Overview of WR Issues for Non-Profit Community & receive input
November 17, 1997	Board of Supervisors Health and Welfare Committee	Marie Glavin & Inter-departmental Task Force on Welfare Reform	Overview of Key Welfare Reform Issues and Receive Direction
November 19, 1997	African Americans: State and Local Summit on Welfare Seaside, California	Marilyn Clark and DSS Staff	Sponsored by State Assembly Members. Overview of Welfare Reform Funding Priorities
November 19, 1997	Healthy Mothers, Healthy Babies Coalition	Susan West and Bonnie Hutcheon	Providers of Perinatal Services to Low Income Women, Welfare Reform Overview and Receive Input
December 11, 1997	KSBW	Marie Glavin	Overview welfare reform/children's issues and receive input
December 16, 1997	Volunteer Center	Marie Glavin	Overview of welfare reform as it relates to community service job identification
December 17, 1997	United Way of Salinas Valley & Monterey	Marie Glavin	Focus group to discuss funding priorities and United Way roles in welfare reform
January 21, 1998	United Way of Monterey Board	Marie Glavin	Provide overview of welfare reform in Monterey County and discuss ways the Board can support efforts
January 27, 1998	Monterey County Charitable Council	Marie Glavin	Provide overview of welfare reform in Monterey County and discuss ways the Council can support efforts

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January 27, 1998	Salinas City Council	Marie Glavin	Provide overview of welfare reform in Monterey County and discuss ways the Council can support efforts
February 2, 1998	Salinas Chamber of Commerce	Marie Glavin	Overview of welfare reform and develop strategies that Chamber can facilitate